

Loan agreement for larger events in the Studenterhuset RUC

Contact person: _____

Organization: _____

Phone number: _____

E-mail: _____

Date(s): _____

Room(s): _____

When borrowing the premises of Studenterhuset RUC for larger events, the following guidelines must be observed:

- All furniture must be returned to their original place after the loan of the premises.
- Organizer must take photos of the room before and after use and send to the contact person from Studenterhuset.

The booked room must be cleaned at the end of the event:

- Wipe down tables & surfaces.
- Remove all pants and bottles from the room.
- Empty the bins and put new bags in
- Wash the floor.

- In case of inadequate cleaning the contact person agrees to and understands that Studenterhuset RUC will forward any cleaning invoices to them or may charge a cleaning fee at a rate of 200dkk pr. hour.

- All dishes must be cleaned and put away before leaving the room, and any leftovers must be removed from the fridge and freezer.

- You are responsible for cleaning up after your guests – even if they make a mess in another room such as puking in the bathrooms.

Terms and conditions

- The event must only be held in the booked room(s). It is not permitted to hold the event in rooms that have not been booked in advance of the event.
- The person and/or association responsible for the party/event is liable for any damage to the furniture and the room in connection with the loan of the room.
- You are not allowed to sleep in booked rooms or upstairs.
- Any drug use or sale thereof will lead to a ban from Studenterhuset RUC
- The loan requires that this agreement is signed prior to the event.
If the agreement is not signed, the booking cannot be approved.
- Violation of this agreement may result in the responsible person/association not being approved for the use of the building's premises in the future. Violation can also lead to loss of other privileges such as office space, access to Studenterhuset's premises and so forth.

On behalf of Studenterhuset RUC: _____

Signature Date

On behalf of the event/organization: _____

Signature Date

Thank you for borrowing a room in Studenterhuset and leaving it clean and nice.

Before your event: Take pictures of the room.

After your event: Clean the room.

After your cleaning: Take pictures of the room.

Very important:

Our floors cannot tolerate soap.

When washing the floors, you must only use warm water with no soap/cleaning agent.

Equipment:

There are mops and brooms in the printer room upstairs.

If you need to vacuum, there's a vacuum cleaner you can borrow in Studenterhuset's office.

Here's a guide for each room

Conference room	
Empty the room for trash & pant	
Wipe down table	
Mop/wash spills (no soap – only warm water!)	
Sweep floor	
Kitchen	
Mop up spills&dirt (no soap – only warm water!)	
Wipe down oven	
If things stick: Pyrolyze	
Empty fridge for your food	
Wipe down fridge if sticky from your food	
Empty freezer for your food	
Take home your non-refrigerated food	
Wipe down cooking counter and red tables	
Clean the stove and wall behind it	
Empty dishwasher	
Remove the bottom trays from the dishwasher	
Clean the bottom trays in the sink	
Remove the filter-plug and clean it in the sink	
Run the dishwasher cleaning cycle	

Remove the round-filter from the dishwasher	
Clean the filter in the sink	
Reassemble dishwasher (filter -> plug -> trays)	
Shut off dishwasher with the door open (to dry)	
Put SH kitchen stuff in the small kitchen or storage	
Throw out trash	
Reapply trashbags in the trashcan	
Lock the small kitchen doors	

Yellow/dining room

Put folding walls back in their place	
Clean the tables	
Stack the chairs	
Take away refund (pant)	
Sweep the floor	
Mop up spills & dirt (no soap – only warm water!)	
Close windows	

Rød Stue/Library

Remove trash and pant	
Rearrange furniture if moved	
Sweep the floor	
Mop up spills & dirt (no soap – only warm water!)	
Close the windows	
Shut off the lights	

Any questions can be directed to kontakt@studenterhusetruc.dk